

NOTICE

There is a job vacancy with the **Bay County 18th Judicial Circuit Court, Swift and Sure Sanctions Probation Program.**

JOB TITLE: **Case Manager (Full-time)**

RATE OF PAY: **\$39,625.60 per year entry, progressing to
\$44,699.20 per year after 3 years (PC05)**

This is a full-time grant-funded position (40 hours per week, with benefits).

GENERAL SUMMARY:

Under general direction of the Court Administrator and Swift and Sure Sanctions Probation Judges; identifies, assesses and tracks individuals eligible for the Swift and Sure Probation, in an effort to rehabilitate them and prevent future violations. This position assists with the supervision of a constantly active caseload. Position year to year based on available grant awards.

TYPICAL DUTIES:

1. Identify and screen potential candidates based on probation violation. Inmate screenings are conducted at the Bay County Jail.
2. Conduct a needs assessment, e.g., ASAM or COMPAS, for potential candidates.
3. Gather detailed information for use in determining admission to the program. Formulate a recommendation on candidate's potential.
4. Participate in appropriate meetings.
5. Work closely with Swift and Sure Probation Judges, Circuit Court Probation-Michigan Department of Corrections, prosecuting attorneys and defense lawyers.
6. Refer clients to community rehabilitation programs designed to assist with drug, alcohol, or emotional problems.
7. Maintain accurate records by use of the web-based DCCMIS tracking software and in-house data management software.
8. Participate in development and submission of grant applications.
9. Track and assemble financial data related to third-party treatment providers.
10. Prepare and submit several reports including quarterly financial reports, quarterly program reports, and DCCMIS data validation reports.
11. All other duties as assigned.

The above statements are intended to describe the general nature of level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties being performed by personnel so classified.

QUALIFICATIONS: Bachelor's degree in business, criminal justice or related field preferred. Preferred candidate should have knowledge in ASAM Patient Placement criteria and/or COMPAS assessment, grant writing and case management. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position involved sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: general, 10 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person (or US Mail) at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 no later than **4:00 p.m., Wednesday, December 9, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."